

UNITED STATES GOVERNMENT

# Memorandum

RMS M66-029

DATE: 28 February 1966

TO : CIA Records Administration Officer

FROM : Chief, OC-Records Management Staff

SUBJECT: Records Control Schedule

Attached for your review and approval is the Records Control Schedule covering records being held by the Office of Communications, Program Coordination Staff.

Attachment:

OC-P Records Control Schedule - 6 cys

Distribution:

Orig & 1 Addressee

To: Chief, Commo Records Mgt Staff

The attached schedule is approved primarily to provide 6/Commo with authority to destroy or to transfer records to the Records Center. At the earliest time possible consideration should be given to reducing the 20, 25, and 50-year retention periods shown throughout your schedule to more realistic retention periods.

APPROVED

CIA Records Administration Officer

Date

18 March 1966



SECRET

